

## JOB CLASSIFICATIONS

Employees of Centenary University are classified on the basis of their position responsibility as defined in their Job Descriptions. The categories are as follows:

### **Officers of the University**

Those employees whose positions are defined as Officers in the University's By-laws and those who normally serve on the President's Executive Staff.

### **Faculty**

All employees of the University whose primary duties are to teach courses for which academic credit is given. This category is sub divided into full-time faculty and adjunct (part-time) faculty.

### **Administrative Officials**

Those employees of the University whose responsibilities are primarily executive, administrative, or professional as recognized by the National Labor Relations Act and who are considered Administrative Officials. They are expected to work the number of hours necessary to properly accomplish their duties and are exempt from compensatory time and any form of overtime remuneration.

### **Administrative Employees**

Those staff members not meeting the conditions set forth for Administrative Officials are considered Administrative Employees. Such employees are eligible for compensatory and/or overtime remuneration when prior approval has been granted by an authorized supervisor.

### **Part-time Staff**

Those employees who work less than the full-time work week for their job title are considered part-time employees. Part-time employees may be considered in the above Classification System categories as determined by their assigned duties.

### **Adjunct Instructors**

Those part-time faculty members whose employment is stipulated in contractual agreements each semester.

### **Service Staff**

Barn Workers and other similar non-office staff are considered Service Staff.

### **Temporary Staff**

Those employees who are hired to fill a position on a temporary basis which is vacant due to an approved leave of absence or for a pre-authorized short-term work project.